

EDITED TASK LISTING

CLASS: SENIOR ACCOUNTING OFFICER (SUPERVISOR)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Assists staff in researching/resolving the more difficult accounting problems by providing direction/resources or clarification of policies and procedures, etc. utilizing various tools, aids, equipment, and/or processes as needed with minimal supervision.
2.	Perform various audits (e.g., claim schedules, cash funds, use of office revolving funds, etc.) to ensure compliance with State Administrative Manual (SAM), etc. utilizing various resources (e.g., SAM, Departmental Operations Manual (DOM), audit checklist, desk procedures, etc.) as scheduled with minimal supervision.
3.	Review Accounts Receivable Aging report of outstanding invoices to determine method of collection or discharge of accountability for approval by management utilizing California State Accounting and Reporting System (CALSTARS) reports and original source documents in accordance with SAM, Department of Personnel Administration (DPA), Memorandums of Understanding (MOU's), and CALSTARS with minimal supervision.
4.	Review Office Revolving Fund Aging report (i.e., travel, salary, and expense advances) to determine method of collection or discharge of accountability for approval by management utilizing CALSTARS reports and original source documents in accordance with SAM, DPA, MOU's, FIM's and CALSTARS with minimal supervision.
5.	Review returns for sales/use/fuel taxes to report information to the Board of Equalization (BOE) utilizing various resources (e.g., original source documents, tax returns, CALSTARS reports, spreadsheets) in accordance with SAM and BOE guidelines with minimal supervision.
6.	Review monthly Late Payment Penalty Report to provide detailed information to Financial Services Division (FSD) of late payment occurrences to vendors utilizing original source documents, CALSTARS reports, etc. in accordance with Accounting Information Memo with minimal supervision.
7.	Review monthly Statistical Report to provide detailed work activity information and discounts lost/earned to FSD utilizing original source documents, CALSTARS reports, etc. in accordance with FIM's with minimal supervision.
8.	Review Claims for Reimbursement for submission to the State Controllers Office (SCO) to replenish the shortage in the Revolving fund utilizing original source documents in accordance with SAM and Department of Finance (DOF) guidelines with minimal supervision.
9.	Approve claim schedules certifying accuracy and validity of expenditures for vendors, employees, and inmates to be submitted to SCO for issuance of payment utilizing original source documents, rules and regulations, CALSTARS, etc. in accordance with DOM, SAM, and SCO with minimal supervision.
10.	Assist staff in correcting the error file (CALSTARS edit transactions) to appropriately and accurately post accounting transactions utilizing CALSTARS, original source documents, etc. in accordance with Uniform Codes Manual (UCM) and CALSTARS with minimal supervision.

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11.	Review accounts payable to identify abnormal balances and potential adjustments to be made utilizing CALSTARS reports and original source documents in accordance with SAM and CALSTARS manual with minimal supervision.
12.	Review reportable payments to such entities as vendors, employees, etc. for the purpose of providing tax information to Franchise Tax Board (FTB) and Internal Revenue Service (IRS) utilizing CALSTARS reports and original source documents in accordance with DOF, CALSTARS Manual, SAM, FTB/IRS codes, and FIM's with minimal supervision.
13.	Monitor reportable payments to such entities as vendors, employees, etc. for the purpose of providing tax information to Franchise Tax Board (FTB) and Internal Revenue Service (IRS) utilizing CALSTARS reports and original source documents in accordance with DOF, CALSTARS Manual, SAM, FTB/IRS codes, and FIM's with minimal supervision.
14.	Communicate orally and/or in writing in a professional and effective manner with support staff, management, vendors, control agencies, institution/program staff, field units, budget analysts, auditors, program managers, clients of specialized programs, local and federal governments, etc. utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations with minimal supervision.
15.	Prepare memos for management's signature to provide information on various accounting issues utilizing various resources, tools, etc. as needed and/or upon request with minimal supervision.
16.	Prepare policies and procedures to provide directions on various accounting processes for the department utilizing various resources (e.g., SAM, DOM, Government Codes (GC), Penal Code (PC), CALSTARS, FIM's, etc.) as needed and/or upon request with minimal supervision.
17.	Present policies and procedures to support staff addressing various accounting processes for the department utilizing various resources, tools, etc. as needed and/or upon request with minimal supervision.
18.	Supervise the work of support staff by planning, organizing, monitoring and reviewing their assigned duties to optimize the use of resources utilizing personnel management techniques, office policy memos, etc. to ensure that the quantity/quality of work performed meets unit objectives.
19.	Supervise the work of first line supervisors by planning, organizing, monitoring and reviewing their assigned duties to optimize the use of resources utilizing personnel management techniques, office policy memos, etc. to ensure that the quantity/quality of work performed meets unit objectives.
20.	Evaluate employee's performance (Individual Development Plans (IDP)/Probationary Reports) to ensure performance objective standards are met by monitoring work assignments and behaviors as required by State Personnel Board (SPB) and DOM with minimal supervision
21.	Document and administer Progressive Discipline, within area of supervision, in accordance with Departmental policy to encourage and promote appropriate behavior utilizing supervision skills as necessary.

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22.	Ensure staff and working environment are in compliance with Health and Safety to produce a safe workplace utilizing safety checklist, emergency handbook, etc. in accordance with State Compensation Insurance Fund, Occupational Safety and Hazard Administration, SAM and DOM.
23.	Monitor staff to ensure adequate separation of duties within the accounting operation to ensure internal controls exist to safeguard state assets utilizing a separation of duties matrix in accordance with Government Codes, Generally Accepted Accounting Principles (GAAP), SAM and FIM's with minimal supervision.
24.	Carry out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunities (EEO), Americans with Disability Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies with minimal supervision.
25.	Establish and update desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency utilizing various resources (e.g., departmental directives, laws, rules, regulations, legislation, technology, knowledge, examples of work documents, etc.) as needed with minimal supervision.
26.	Identify staffing needs to management in order to make recommendations and meet operational demands utilizing workload statistics, timesheet/overtime reports, etc. as needed with minimal supervision.
27.	Prepare hiring package (i.e., Request For Personnel Action, job advertisement, duty statement, organizational chart, etc.) for management approval to initiate the hiring process utilizing unit roster, vacancy reports, etc. as needed with minimal supervision
28.	Perform interview and hiring process within the Accounting Office (i.e., process employment inquiries, screen applications, develop interview questions, schedule/conduct interview, and complete reference checks) in order to secure the most qualified and desirable candidates utilizing SPB and DPA guidelines in accordance with EEO, DOM with minimal supervision.
29.	Identify training needs of subordinate staff to ensure successful completion of evaluation period while maintaining a productive workflow utilizing daily feedback from peer audits, staff meetings, IDPs, probationary reports, etc. as needed with minimal supervision.
30.	Develop a training plan for staff and schedule as deemed necessary to ensure compliance with mandated training utilizing MOUs, DOM, etc. as required with minimal supervision.
31.	Develop materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, regulations, etc. relating to various accounting functions as needed and/or requested by management with minimal supervision.
32.	Provide on-the-job training for staff to increase and broaden their knowledge, experience, and skills utilizing and recommending special assignments and afford employees the opportunity to attend in-service/out-service training, etc., pursuant to DOM with minimal supervision

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33.	Motivate staff to encourage a positive work environment utilizing various resources (e.g., interpersonal skills, personnel management techniques, knowledge, etc.) on a daily basis with minimal supervision.
34.	Conduct meetings with departmental staff and outside entities to provide information relevant to account policies and procedures using supportive data (e.g., expertise, source documents, departmental directives, research data, etc.) as needed and/or requested by management with minimal supervision.